



## Town of Concord

Finance Committee  
22 Monument Square  
P.O. Box 535  
Concord, Massachusetts 01742

To: Ms. Alice De Luca, Chair, Minuteman Career and Technical High School,  
758 Marrett Road, Lexington, MA 02421

From: John Hutchins, Chair, Guidelines Subcommittee, *JH*  
Concord Finance Committee

Cc: Dr. Edward Bouquillon, Minuteman Superintendent  
Ms. Carrie Flood, Minuteman School Committee Member

Date: August 3, 2012

Re: Annual Budget Data Request

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The Concord Finance Committee's Guidelines Subcommittee requests information to assist us as we work toward preparing its budget guidelines for FY14. We greatly appreciate your past collaboration with us and are most interested in hearing what you think we need to know as we work toward setting the guidelines.

Following our practice of the last several years, we prefer to have a general conversation with you concerning the larger picture rather than dwell on specific details. We do not expect you to present a detailed preliminary budget. We request that you reflect on the past ten years, provide your vision for Minuteman Career and Technical High School over the next five to ten years and then inform us of the issues and priorities for FY 14.

More specifically, we hope you will address the following:

- (1) What is the preliminary unofficial FTE weighted enrollment by member towns and non-member towns as of the opening of school in September? Please also provide projections or estimates of total FTE enrollment for FY 14, 16 and 18. Please provide actual data for FY 12 as to the number of SPED students and the impact of non-member students on costs. We would ask that this information be presented in a format that will facilitate our understanding of the cost allocation mechanisms and Concord's overall share of enrollment.
- (2) Briefly discuss how regional assessment formula revisions that may be under consideration at the state level (not the absolute amount of state aid) could affect Concord's assessment for FY14. Please discuss any other factors that may affect the formula for assessments among member towns and charges to non-member towns.

- (3) Please discuss in general terms fiscal results for FY 12, comparing budgeted versus actual expenses and revenues, and the same information for FY 13 to date. What are the drivers for expected increases or decreases in the Minuteman budget for FY 14? How would you contend with a significant reduction in State aid? Help us understand MCTHS' per pupil cost as it compares to other career and technical high schools in the state and the factors that contribute to our cost.
- (4) Please provide information as to the anticipated amounts in the E&D account at the end of FY 12 and an estimate for FY 13 and how those amounts were or may be used in the following years.
- (5) Please provide detailed information on capital project planning for Minuteman CTHS, including plans and project schedule. Please comment on projected sources of funding for these projects and potential impacts on the Minuteman CTHS operating budget and member town assessments. *Please specifically comment on the status of plans and the schedule for proceeding with a building construction project and the funding methodology that would be used if such a project was initiated.*
- (6) Please provide an overview for us of how Minuteman CTHS measures its performance.

We have scheduled Thursday, September 27 at 7:45 PM for our meeting with you. This is a regularly scheduled meeting of the full Concord Finance Committee. We would appreciate receiving as much information as possible from you by September 20, 2012 to allow time for review by Committee members. Please send your response electronically to the Finance Director, Tony Logalbo ([alogalbo@concordma.gov](mailto:alogalbo@concordma.gov)).

We understand that some of the information we are requesting, including final official enrollment data on which the FY14 assessment will be based, will not be available by September 27. Accordingly, we request that such supplemental data be provided to Mr. Logalbo by October 15 for distribution to the Finance Committee.

We look forward to an interesting and constructive meeting.